



Administrative Assistant / Senior Administrative Assistant for Faculty of Law

The Faculty of Law (FLL) of the University of Macau invites applications for the position of Administrative Assistant / Senior Administrative Assistant at a taxable monthly salary ranging from MOP22,410 to MOP38,180 (index 270 – 460).

Responsibilities

1. Provide administrative support to academic programs which include student admission, preparation of class schedule, arrangements of examination and oral defence, student data management, etc.;
2. Assist in preparing proposals for establishment of new programs and revision of programs;
3. Organize workshop for students of Bachelor and Master Programs;
4. Handle student enquiries, investigate and resolve complaints;
5. Act as a liaison with other units on academic and student affairs;
6. Perform any other duties as assigned by the Faculty Management, Faculty Secretary and Functional Head.

Requirements

1. Bachelor's degree or above;
2. Minimum 2 years of work experience for Administrative Assistant and minimum 4 years of work experience for Senior Administrative Assistant;
3. Good command of written and spoken Portuguese and English;
4. Detail-oriented, strong sense of responsibility, high initiative, multi-tasking, mature, well-organized and able to work independently and under pressure;
5. Proficiency in computer skills (Microsoft Word, Excel, Chinese Word Processing).

Application Procedure

Applicants should visit <http://www.umac.mo/career> for more details, and apply **ONLINE** at **Career@UM** (<https://isw.umac.mo/recruitment>) with application letter in Portuguese with self-introduction including previous work experience on or before **2 Nov 2017** (Job Ref.: FLL/AA-SAA/10/2017). Other contact points are:

Human Resources Section, Office of Administration
University of Macau, Av. da Universidade, Taipa, Macau, China
Website: <https://isw.umac.mo/recruitment>; Email: vacancy@umac.mo
Tel: +853 8822 4057; Fax: +853 8822 2412

The effective position and salary index are subject to the Personnel Statute of the University of Macau in force. The University of Macau reserves the right not to appoint a candidate. Applicants with less qualification and experience can be offered lower positions under special circumstances.

****Personal data provided by applicants will be kept confidential and used for recruitment purpose only****

*** Under the equal condition of qualifications and experience, priority will be given to Macao permanent residents***